THE NAVAJO NATION Department of Personnel Management JOB VACANCY ANNOUNCEMENT

| REQUISITION NO | D: DPS12 9 | 913911 | | DATE POSTE | D: | 06/07/17 | |
|-----------------------------|-------------------|------------------------|-------------------------------|---------------|-----------|-----------|--|
| POSITION NO: 15637 | | '5 | | CLOSING DATE: | | OUF | |
| POSITION TITLE: | | | Fire Captain | | | | |
| DEPARTMENT NAME / WORKSITE: | | Navajo Nation Fire & R | escue Services/Window Rock, A | Z | | | |
| WORK DAYS: | Mon-Fir | REGULAR FULL TIME: | 7 | GRADE/STEP: | | AB63A | |
| WORK HOURS: | 8am-5pm | PART TIME: | □ NO. OF HRS./WK.: | \$ | 37,065.60 | PER ANNUM | |
| | | SEASONAL: | DURATION: | \$ | 17.82 | PER HOUR | |
| | | TEMPORARY: | | | | | |

DUTIES AND RESPONSIBILITIES:

Organizes in planning with assigned Fire & Rescue operations to oversee fire districts, evaluates and ensures compliance of established department policy objectives. Fire Officer in charge when necessary during major events, emergencies, and prepares, recommends and administers operation capital improvement budget. Maintains positive relationship with the community, and participates in various community activities, such as fire safety presentations to local organizations. Enforces Rules & regulations, reviews or initiates disciplinary action as required and makes recommendations to resolve employee complaints and supervises the administrative functions of assigned districts. Ensures operations & maintenance of facilities, apparatus and conducts fire prevention inspections including pre-fire planning surveys and develops fire ground methodology. Responds to fire alarms, emergency medical calls & plans emergency route and conducts preliminary fire investigations to determine cause & point of origin and attends in-services & advance training.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training) Minimum Qualifications:

• A high school diploma/GED; 24 or more college credits in Fire Science; and four (4) years of work experience providing fire and rescue services; two (2) years of which must have been in a supervisory capacity; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation.
- Possess a Fire Officer I Certificate, a Fire Leadership Level I Certificate, a valid state driver's license, a Fire Fighter I and II Certificate; and pass a physical agility test as stated in the National Fire Protection Standard Form 1001.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit, a Cardiopulmonary Resuscitation (CPR) for the Professional Rescuer Certificate, an EMT - Basic or Fire Responder Certificate and Hazardous Material Operational level Certificate within 90 days of date of hire. Knowledge of the principles and practices of modern fire protection and prevention, rural firefighting techniques and equipment. Preliminary fire investigating techniques and determine causes and characteristics of fires. Knowledge of Life Safety Code NFPA (101) and all other applicable codes in building construction methods and materials. Knowledge of the geography of the Navajo reservation & surrounding areas, including locations, towns, communities, highways & roads; Knowledge of Occupational Safety and Health Act (OSHA) and U.S. Environmental Protection Agency (EPA) regulations and their applications to emergency procedures, storing, handling and transporting of hazardous materials.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.

Revised: 02/26/2014